

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING COMMAND
INSTRUCTION 36-2106**

14 MARCH 1997

Personnel

**AIR FORCE RECRUITING SERVICE (AFRS)
FIRST SERGEANT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/RS
(Project Office: HQ AFRS/RSOT
[SMSgt A. Gomez])

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This instruction implements AFD 36-21, *Utilization and Classification of Air Force Military*; AFMAN 36-2108, *Airman Classification*, attachment 4; and AFPAM 36-2130, *First Sergeant*. It establishes additional duties for the AFRS First Sergeant. It also establishes requirements for managing, monitoring, and reviewing all first sergeant duties.

1. Duties and Responsibilities. The first sergeant:

1.1. Advises and assists the commander on matters of leadership, discipline, and standards regarding quality force. Manages the Risk Management Program and ensures compliance with applicable Air Force directives by:

1.1.1. Monitoring unfavorable information files, control rosters, commander's enlisted management roster, urinalysis program, weight management and fitness programs, and quality force reviews.

1.1.2. Reviewing relief actions (on AETC Form 1321, **Evaluation of Unqualified Recruiter**, or AETC Form 1374, **Recruiter Evaluation**) and recommending appropriate action to squadron commander.

1.2. Performs unit administration functions in support of quality force by:

1.2.1. Managing the emergency leave program and squadron details.

1.2.2. Reviewing and (or) assisting with Security Police and Office of Special Investigation reports and civil law enforcement matters involving squadron members. Also reviewing squadron member's responses to incidents involving law enforcement agencies and providing the necessary counseling and guidance.

1.2.3. Reviewing squadron personnel information files, awards and decorations, and enlisted performance reports (prior to obtaining the commander's signature and filing at the military personnel flight) for quality force indicators.

1.3. Promotes the morale, health, and welfare of squadron and family members by:

1.3.1. Managing the Project Home Base portion of the "We Are All Recruiters" program (that is, Operation WEAR). Project Home Base directly impacts the morale of unit members and is the only portion of Operation WEAR first sergeants will manage. **NOTE:** First sergeants are encouraged to use base contacts to assist in other areas of Operation WEAR, but they will not receive any taskings or expectations that jeopardize base liaison contacts.

1.3.2. Assisting the squadron annual project officer with morale-related activities.

1.3.3. Monitoring unit participation in squadron and base promotion recognition ceremonies. Also monitoring nonproduction-related awards (for example, Airman, Noncommissioned Officer, or Senior Noncommissioned Officer of Quarter or Year, to include base-level awards).

1.3.4. Conducting sufficient field and family visits (training meetings, recruiting office visits, spouse meetings, etc.) to ascertain overall unit and individual recruiter and family morale, health, and welfare.

1.3.5. Serving as the focal point for all quality of life issues, such as adequate housing, day care, available Family Support Center services, and health care initiatives for squadron personnel and family members (for example, CHAMPUS, Tricare, and the dental plan). Reviewing leased housing applications and ensuring timely submission of the package. Being involved in the coordination process to ensure necessary steps are taken to prevent any delays with the contracting of an inbound member's quarters.

1.4. Helps the commander monitor the unit INTRO program, participates in the Recruiter Transition Program (orientation phases I and II), and ensures attendance at Professional Military Education and compliance with ancillary training.

1.5. As part of unit INTRO program responsibilities, counsels unit personnel on financial responsibilities (for example, the deferred payment plan, government American Express Card, Personnel Financial Management Program, and Services card).

2. Additional Duties. First sergeants will not be assigned additional duties unrelated to quality force, such as upgrade training, squadron voting officer, squadron safety officer, or charitable fund drive coordinator.

WALTER E. BUCHANAN III, Brig Gen, USAF
Director of Recruiting